

Post-Service Hospitality

1. After the coffee hour, rinse **dirty dishes** and put them in dishwasher and run them on “quick wash”. Dishwasher soap is under the sink. Clean coffee pot in deep sink and dry with paper toweling. Do not use dishtowels! Unplug coffee pot and water kettle and put in designated area (shelf behind the door) together with the 6 condiment baskets from the tables.
2. Lift lever below sink at the left end of the counter to close drain and replace drain plugs in double sink at the right end of the kitchen.
3. Take the money from the **cookie jar** and put it in the envelope in Kris Los’ (Building manager) folder in the office.
3. **Wipe all countertops** in kitchen as well as tables in fellowship hall.
4. Put **soiled dishtowels** and washcloths in the designated bin or take them home and wash them.
5. **Sweep floors** and return chairs to tables.
6. Empty **waste paper baskets** (3 bathrooms, teen room in attic, green room, fellowship hall) into garbage bag before taking garbage bag to the library’s dumpster on the parking lot.
7. **Please take home recyclables** and add them to your own bins unless you don’t have recycling pick up. Since we are tax-exempt, recyclables are not being picked up by the city.
8. **Vacuum** front entry, foyer and hallway if needed. Vacuum cleaner is in the furnace room next to the bathrooms or front closet.
9. Check the **two thermostats**. The thermostat for the sanctuary is located in the green room and should be at 68/70 all year (for the piano), the other thermostat in the fellowship hall should be at 68 degrees in winter and 78 in summer.
10. **Turn off lights** (sanctuary, green room, fellowship hall, kitchen, entry room, foyer, outside room with lift).
11. Make sure that all **doors are locked**, including the side door (off the fellowship hall).
12. **Lock the outside door** (Wisconsin side) by turning the knob to the right. Check that the dead bolt is in its place.

Thank you for your dedicated service. It is much appreciated!

If you notice that we are running out of items in the kitchen or bathroom, contact our Kitchen Manager, Kris Los at 989-429-0425 or Krislos71@gmail.com. You also can leave a note on the pad in the kitchen.

(Revised July 2017 by Gisela Moffit)